

**SITE WIDE TELEPHONE SYSTEM REPLACEMENT
RFP NO. JM158060**

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REQUEST FOR PROPOSALS

1.0 PREAMBLE

Brookhaven Science Associates, LLC, (BSA) under Contract DE-AC02-98CH10886, for the operation of Brookhaven National Laboratory (BNL), with the U.S. Department of Energy (DOE), herewith solicits your proposal for the Site Wide Telephone System Replacement at BNL.

2.0 INTRODUCTION

Brookhaven National Laboratory must replace its existing legacy telephone system with state of the art technology intended to meet the needs of our user community for the next decade.

The new telephone system must be highly reliable, able to deliver Voice over IP functionality where infrastructure allows, but also able to provide phone service to buildings where aging internal and external wiring may be a factor. The new system must be scalable and able to meet the projected growth of the BNL community, expected to increase by at least 25% over the next ten years. Additionally, the new telephone system must be able to seamlessly integrate with the existing technology during a multi-year cutover of services, in a manner that will remain transparent to the user. The new system must support open standards, such as PeopleSoft HR and Simple Network Management Protocol (SNMP), and must adhere to security requirements defined in Department of Energy regulations and best business practice.

3.0 SCOPE OF WORK

The Offeror shall furnish the personnel, facilities, equipment, materials and supplies necessary to perform the work as noted herein, in accordance with the Draft Contract and all attachments and terms and conditions, Enclosure 1, which is attached hereto and hereby made a part of this solicitation.

4.0 GENERAL INFORMATION AND INSTRUCTIONS

A pre-proposal meeting will be held at 10:00 a.m. on July 27-28, 2010, in Berkner Hall, Room A & B. This is a mandatory meeting for all prospective Offerors (and, if applicable, their "top tier", "platinum" or equivalent provider who has done similar size campus installations) and will occur over two days. All Offerors will walk through selected buildings, cable plant, network rooms, etc.

A site plan will be provided at the pre-proposal meeting to all prospective Offerors (and, if applicable, their "top tier" "platinum" or equivalent provider).

A list of all individuals attending the pre-proposal meeting must be emailed to Jody Mitchell (email: jmitchell@bnl.gov) no later than three days prior to the pre-proposal meeting. In addition, indicate company name, representative name, title and RFP number, and if the individuals are U.S. citizens. Foreign nationals must complete a guest registration at <http://www.bnl.gov> and obtain approval for site access in order to attend the pre-proposal meeting. On the day of arrival, foreign nationals must allow an additional 20 minutes for check-in and issuance of a temporary pass by security staff.

Failure to comply with these requirements may hamper access or cause access to be denied.

BSA has established the following schedule for achieving evaluation, selection, approval, award, and performance:

MILESTONES	DATE
Issuance of the RFP	June 16, 2010
Mandatory Pre-proposal Meeting	July 27-28, 2010
Proposal Submission*	August 31, 2010
Award	December 3, 2010

Implementation of ITD Testbed Begins (refer to SOW, Exhibit C, Planned BNL Network Upgrade Schedule, for schedule of implementation)	January 17, 2011
Implementation of ITD Testbed Complete	April 4, 2011
NSLS II Ring Building, (refer to SOW, Exhibit C, Planned BNL Network Upgrade Schedule, for schedule of implementation)	July 6, 2011
ISB-1 (250 lines)	June 4, 2012
Completion of upgrade	Thru December 31, 2014

*Proposals and options shall remain firm for 120 days after the submission date, to allow time for review, selection, and award.

4.1 Form of Proposal and Manner of Submission

Proposals will consist of a two volume set, appropriately tabbed, as set forth in Section 5.0. Proposals shall be concise, clear and complete in every instance, and restricted to relevant information. The response shall clearly and fully demonstrate the Offeror's capability, knowledge, and performance with regard to the evaluation criteria described in the Request for Proposals (RFP). Incomplete or partial proposals in any material respect affecting the acceptability of the proposal will not be considered. Failure to respond or follow the instructions regarding the organization, content, layout, or format of the proposal may result in the Offeror's proposal being considered deficient. BSA reserves the right to allow proposal corrections, and to conduct interviews with those contractors determined to be within the competitive range, when deemed necessary to determine the successful Offeror. Offers may be withdrawn by written request, at the address listed below, prior to opening. Modifications to proposals previously submitted must be in writing and received prior to the time fixed for receipt of the offer. Electronic transmission of proposals or modifications thereto will not be accepted without prior concurrence by BSA's Procurement and Property Management Division representative listed below.

A complete written proposal must be received by BSA at the address below no later than **4:00 p.m. local time on August 31, 2010**. If an amendment to this solicitation is issued, all terms and conditions that are not modified remain unchanged. Offerors shall acknowledge receipt of all amendments as part of their price proposal, giving number and date of each. Failure to do so may render an offer unacceptable. BSA reserves the right to postpone the date of submission, and to amend this request as it considers necessary.

Proposals, including their withdrawal or modification, received after the closing date shall be considered late. Except as otherwise specifically provided in the solicitation, such responses may be considered for award if the PPM manager, or his designee, determines that the award is in BSA's best interests. **Proposals will be opened in private.**

The proposal and all supporting documentation which the Offeror believes will fully describe the proposed capability should be submitted sealed, with the contents clearly identified.

The outside of each package must be marked with Brookhaven RFP Number JM158060 Site Wide Telephone System Replacement and addressed as follows:

Attention: Jody Mitchell
Sr. Contracts Specialist
Brookhaven National Laboratory
Building 701
Upton, New York 11973-5000

Contact Information

telephone: 631-344-2976

email jmitchell@bnl.gov

The first page of the proposal must show:

- (a) The solicitation number – JM158060;
- (b) The name, address, email and telephone and facsimile numbers of the Offeror;
- (c) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation;
- (d) The name, address, email and telephone and facsimile numbers of persons authorized to negotiate on the Offeror's behalf with BSA in connection with this solicitation; and
- (e) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to BSA.

4.2 Explanation of Solicitation Documents

Should an Offeror find any discrepancies in, or omissions from, any of the documents, or be in doubt as to the meaning of any document, they should immediately advise BSA in writing (or by email to jmitchell@bnl.gov) no later than five business days prior to the proposal due date in order to allow time for responses to be received by all prospective Offerors. Only written explanations or instructions given before the award of a contract will be binding. Any information given to a prospective Offeror concerning this solicitation will be furnished promptly to all other prospective Offerors as an amendment to the solicitation if that information is necessary in submitting proposals or if the lack of it would be prejudicial to other prospective Offerors.

4.3 Disclosure

Proposals made to BSA in response to this RFP will not be disclosed except to appropriate BSA personnel, its subcontractor consultants involved in reviewing responses to this RFP, and/or U.S. Government personnel.

Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by BSA except for evaluation purposes, shall:

- (1) Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed except to appropriate BSA personnel, its subcontractor consultants involved in reviewing responses to the RFP, and/or U.S. Government personnel and shall not be disclosed, in whole or in part, for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror as a result of/or in connection with the submission of this data, BSA shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit BSA's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets; and

- (2) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

5.0 VOLUME 1 – TECHNICAL PROPOSAL

Volume 1 – Provide seven (7) copies and one (1) electronic copy (CD/DVD or flash drive) of the Site Wide Telephone System Replacement proposal and any amendments thereto. No pricing data of any kind shall be included in the technical proposal; include price information only in Volume 2.

General Summary

Volume 1 should be prepared simply and economically and be legible, clear and coherent. Each section of Volume 1 should be individually tabbed as set forth below.

The Offeror shall discuss its approach to successful implementation and cut over of the Site Wide Telephone System Replacement noted herein. If the firm is a joint venture, list the individual firms and briefly describe the nature of the association and the responsibilities of each firm. The proposal must describe the capability of the Offeror to perform the work, describe the Offeror's understanding of the requirements contained in the Statement of Work and set forth full, accurate, and complete information as required by the RFP.

The following factors have been identified as significant measures of an Offeror's capabilities. Price will not be rated or scored, but will be a significant factor in the best value analysis.

5.1 Tab A: Factor 1 – Contractor Safety Program 10 Points

5.1.1 Submission Requirements

Sub Tab (a) Contractor Safety and OSHA Compliance

- (1) Provide the Contractor's 2006-2008 average job safety record. The Bureau of Labor Statistics (BLS) Incidence rates are provided for reference purposes. These rates will be utilized as set forth in section 5.1.2 - Evaluation Criteria:

Lost time frequency rate (DART)	Less than or equal to 2.70
Recordable incident rate	Less than or equal to 5.10

	<u>2006</u>	<u>2007</u>	<u>2008</u>
i) Lost time frequency rate (DART)	= ()	()	()
ii) Recordable incident rate	= ()	()	()

- (2) Provide the Contractor's 2006-2009 OSHA Forms 300 and 300A for 2006 – 2009.

Submit a record of all OSHA citations and outcomes for 2006 – 2009.

Submit explanation and/or supplemental data for periods that are out-of-tolerance.

- (3) Demonstrate that the Contractor's 2007 – 2009 Insurance Experience Modification Rating is less than or equal to 1.0 for each year.

	<u>2007</u>	<u>2008</u>	<u>2009</u>
i) Experience Modification Rating	= ()	()	()

Provide backup documentation from the insurance carrier, to verify ratings.

- (4) Joint ventures or teams shall submit the above information for each corporate entity in the joint venture or team.

Sub Tab (b) Contractor Safety Program

Provide Offeror's safety program/procedures* and discuss its application for this solicitation. As a part of the response to this solicitation, the Offeror shall describe the basis that will be used to determine the share and flow-down to subcontractors and workers.

Identify current and past projects that were certified under the OSHA Voluntary Protection Program.

***Note:** The successful Offeror will be required to submit an Environment, Safety and

Health (ESH) Plan that meets or exceeds requirements set forth in BSA's Sample Health and Safety Plan.

5.1.2 Evaluation Criteria

This section will be evaluated as follows:

BSA will evaluate the required information for conformance with the requirements set forth in the RFP.

In evaluating Offeror proposals, safety performance records which are better than the BLS incidence rates for the last three years that the Contractor performed work on multiple projects similar in size, scope, and/or complexity to this proposal will carry a higher rating than for years they performed work on a single project or projects of lesser scope and complexity. Contractors with safety records which are better than the BLS incidence rates, as defined in sub-paragraph 5.1.1 of the RFP, will be rated higher than those that meet or fail to meet the BLS incidence rates. For periods not meeting the targets set forth, explanations and supplemental data as to the facts surrounding the periods that are out of tolerance will be reviewed. In those circumstances, BSA will evaluate any mitigating factors and corrective actions. Demonstration of continuous improvement and program changes may serve to mitigate out-of-tolerance periods.

In evaluating joint ventures or firms having multiple divisions, BSA will only evaluate the safety record of the business entities comprising the joint venture and for firms with multiple divisions, the division or unit being proposed. Scores for the business entities comprising the joint ventures or firms having multiple divisions will be averaged to formulate a final score for the joint venture or firm having multiple divisions.

BSA will evaluate the Offeror's overall approach toward maintaining a safe worksite and the significant aspects of its safety and health program. Particular attention will be paid to the Offeror's approaches relating to site safety management, safety incentive distribution, site inspections, incident reviews, and program reviews.

In evaluating the Offeror's proposal, the Offeror's Contractor Safety Plan, Insurance EMR and OSHA rates and Compliance carries equal weight with the Contractor Safety Program.

5.2 Tab B: Factor 2 – Past Performance in Comparable Work 10 Points

5.2.1 Submission Requirements

"Past performance" refers to the quality of recent project performance from the owner's perspective. Offerors will be evaluated in terms of their performance in telephone system integration of facilities similar in scope and complexity to BSA. Offerors will list at least three projects in the domestic United States where the proposed solution being offered to BNL was delivered and implemented in a campus environment similar to Brookhaven. BSA will use the specific project references submitted as part of its past performance evaluation. BSA may contact and interview the points of contact and reserves the right to interview other individuals acting for the listed reference, if the listed reference is not available.

The Offeror shall:

Submit a list of all qualifying projects, as defined above, constructed during the last three (3) years.

Include the following information for each project:

- (1) Project title
- (2) Contract dollar amount at start and completion
- (3) Description of work and location
- (4) Name, address, and telephone number of owner or contracting representative
- (5) A discussion of experienced delays and cost growth

5.2.2 Evaluation Criteria

This section will be evaluated as follows:

BSA will evaluate joint ventures. BSA will perform an assessment of completed or ongoing projects, considering the scope, size, and complexity; schedule performance; budget performance; and owner satisfaction for each project offered, and in addition, the degree of success of the Offeror's relevant performances on these projects preceding the date of this solicitation. The evaluation process may also include a site visit to an offeror's previous installation of similar size and scope. References may be asked to comment on items such as quality of installation; timeliness; management of the work; subcontractor management, safety; and warranty of work, etc.

In order for BSA to obtain candid, unbiased interview comments, BSA will not release the interview forms to the Offeror at any time. BSA will place a higher value on projects that provided particularly difficult or unique challenges, and in the innovative methods the Contractor used to resolve problems successfully. BSA's evaluation is not limited to past performance information on the cited example projects.

5.3 Tab C: Factor 3 – Compliance to the Statement of Work 50 Points

5.3.1 Submission Requirements

The technical and implementation requirements for this procurement are included in the RFP Statement of Work, Section 2 (BNL Requirements), Section 3 (Implementation) and Section 4 (Customer Support) in their entirety.

The sum of items and requirements listed in Section 2.2 (Minimum Requirements), Section 2.3 (New Capabilities Desired), Section 3 (Implementation), and Section 4 (Customer Support) of the SOW constitutes the minimum set of requirements acceptable to BSA. **Any Offeror who fails to provide information designated in response to the minimum requirements (Section 2.2 of SOW) will be disqualified on the basis of being non-responsive.** In the event that all Offerors responding to the solicitation are unable to meet the minimum requirements defined in Section 2.2 of SOW, BSA will reconsider the evaluation methodology at that time. As all requirements listed in Section 2.2 of SOW are fundamental components of the current telephone system offerings, BSA considers the possibility of non-responsiveness as unlikely.

5.3.2 Evaluation Criteria

This section will be evaluated as follows:

How well the Offeror complies with the SOW in accordance with the following:

Sub tab (a): The Offeror shall provide a paragraph-by-paragraph matrix that clearly shows the Offeror understands the requirement and how each will be achieved. Exceptions, if any, shall be clearly documented. The response shall include the reason for any exceptions and any alternative recommendations

Sub tab (b): Concise proposal of the solution offered that fully meets the BNL requirement

Sub tab (c): Explicit definition of Project Management Methodology

Qualitative, weighted scores will be given to the Offerors responses as follows:

Section 2.2 (Minimum Requirements) 30 Points

Section 2.3 (New Capabilities Desired) 10 Points

Section 3 (Implementation) 5 Points

Section 4 (Customer Support) 5 Points

The resulting score for each offeror will represent the overall score for Factor 3, Compliance to the Statement of Work.

5.4 Tab D: Factor 4 – Interoperability Requirements 20 Points

5.4.1 Submission Requirements

Given the number of disparate systems that combine to make up the telecommunications infrastructure, it is imperative that detailed planning, thorough testing, and solid execution of plans are achieved to mitigate any risk of loss of service of any kind. The Offeror shall submit their implementation plan and describe their understanding of and recommendations for interoperability. The Offeror must present an engineering design solution and timetable that meets the Interoperability requirements during all implementation phases.

5.4.2 Evaluation Criteria

This section will be evaluated as follows:

For evaluation purposes, these criteria are considered part of Section 3 Implementation and will be evaluated along with other Implementation requirements. The Interoperability factor is extremely critical when potentially combining and traversing existing legacy PBX equipment, carrier trunk services, and new voice server and software technology.

5.5 Tab E: Factor 5 – Quality Assurance/Quality Control 10 Points

5.5.1 Submission Requirements

Sub tab (a): Current Quality System

The Offeror shall describe their current quality system, provide a copy of the latest quality manual, and:

- Identify if it is ISO 9001 certified/registered, and if so, provide a copy of the certificate.
- If not ISO 9001 certified/ registered but the company meets the requirements of ISO 9001, explain in detail how.
- If not ISO 9001 certified or compliant, explain in detail the quality system in place.

Sub tab (b): Management's Involvement in Quality Assurance Program

The Offeror shall describe management's involvement in its Quality Assurance Program and explain the levels of management involvement in its Quality Assurance Program.

Sub tab (c): Process Sheets, Travelers, etc.: The Offeror shall describe the system of process sheets, shop travelers, or equivalent means used for the inspection, installation and test activities to be performed. Describe sign-off process of flow sheets or equivalent by designated inspection personnel at specified inspection and test points, including, as required, re-inspection and re-test points, to assure completion as well as proper sequencing of required operations.

Sub tab (d): Flow-Down of QA requirements

The Offeror shall explain how all applicable QA requirements are flowed down to its suppliers and sub-tier suppliers.

Sub tab (e): Configuration Control

The Offeror shall describe its configuration control system.

Sub tab (f): Failure Reporting, Analysis and Corrective Action

The Offeror shall discuss its failure reporting, analysis, and corrective action system.

Sub tab (g): Computer Software Verification Testing

The Offeror shall describe its testing and verification of computer software developed or modified to fulfill the requirements in the procurement documentation.

Sub tab (h): Records

The Offeror shall describe its records management process for retaining inspection, testing, and any other pertinent documentation.

Sub tab (i): Electrical Equipment

The Offeror shall describe how the electrical equipment installed will meet the Nationally Recognized Testing Laboratory (NRTL) requirements.

5.5.2 Evaluation Criteria:

This section will be evaluated as follows:

The proposal must document a Quality Assurance plan, which includes provision for performance verification of sub-components of the system. The plans for implementation and performance and acceptance testing should be clearly described. Subcontractors should be identified and their Quality Assurance procedures should also be documented. The proposal should also address the requirements identified in the BNL Supplier Quality Assurance requirements (BNL-QA-101) form included with the draft Contract. The proposal should identify any Contractor Quality Assurance certifications and include a copy of these certification(s) as well as a copy of the Contractor's Quality Assurance program/manual.

BSA will evaluate the Offeror's quality system to determine its applicability to the installation and its capability related to plans, procedures and the organization necessary to provide quality materials and workmanship, so as to comply with requirements of the contract. A mature, successfully implemented quality assurance program will be rated higher than a new one or one with no implementations.

6.0 VOLUME 2 – PRICE PROPOSAL

Volume 2 – Provide a separate volume, four (4) copies and one (1) electronic copy (CD/DVD or flash drive), for the price proposal and any amendments thereto.

Volume 2 should be prepared simply and economically and be legible, clear, and coherent. Each section of Volume 2 should be individually tabbed as set forth below.

6.1 Business Proposal

6.1.1 Tab A: Corporate Profile And Financial Information

This information considers the Offeror's organization and financial capability. Provide a corporate profile, a copy of the latest three (3) years of audited corporate financial statements and a key personnel organization chart that clearly depicts the key positions and the names of the personnel, their firm affiliations, their job locations, and their job/position title within the organization. The key personnel organization chart shall be consistent with the corporate organization chart.

Joint Ventures

Clearly describe any joint venture arrangements, including a clear description of each firm's roles and responsibilities on the Site Wide Telephone System Replacement. A copy of the Joint Venture (JV) agreement(s) shall be provided. Include a simple organizational chart, illustrating the project organization, including the proposed quality control group(s). Present a matrix of responsibilities for each firm in executing the key work breakdown structure activities of the project. Describe the proposed management structure for the JV, describing how the process will be managed, and the authorities and delegations of authority within the JV. Include a key personnel organization chart that clearly depicts the key positions and the names of the personnel, their firm affiliations, their job locations, and their job/position title within the organization. The key personnel organization chart shall be consistent with the corporate organization chart.

6.1.2 Tab B: Offeror Representations and Certifications (Enclosure 2)

Complete:

1. AMS Form 009, Representations and Certifications – Procurement Specific
2. AMS Form 010, Representations and Certifications – Supplier Information

6.2 Price and Trade-In

6.2.1 Tab A: General Information:

Acquisition of the Site Wide Telephone System Replacement will be by one of the financial arrangements listed below. The Offeror shall fully explain the proposed lease terms and conditions. The Offeror is responsible for obtaining the required financing in order to lease the Site Wide Telephone System Replacement to BSA. The alternatives are as follows:

1. Lease-to-ownership
2. Unique or Advantageous Financial Incentives

Offeror pricing shall be in accordance with Enclosure 3, BNL Proposal Pricing Sheet. All leasing proposals shall be for a 10 year period, billable each month, for a total of 120 months. The first billing cycle shall commence on October 1, 2010.

6.2.2 Tab B: Removal and Trade In:

The Offeror shall provide a breakdown of the value of the equipment to be traded in, if applicable, as stated in the Statement of Work paragraphs 3.1, and shall be responsible for its removal.

6.2.3 Tab C: Amendments

Offerors shall acknowledge receipt of all RFP amendments as part of their price proposal, including number and date of each.

6.2.4 Tab D: Sample Lease and Licensing Agreement

The Offeror shall provide a sample lease and licensing agreement as part of their price proposal.

7.0 SOURCE SELECTION BOARD/SOURCE SELECTION OFFICIAL

The SSB has been established to conduct the evaluation of proposals received in response to this solicitation. The evaluation will be based on the content of the proposal, proposal modifications and any information obtained from other sources, e.g., past performance information. The SSB will not consider any proposal documents incorporated by reference. Identities of SSB members are confidential and members will not be available for contact or discussion. The SSB will evaluate the proposals and assign a consensus rating for each evaluation factor and sub-factor. The SSB will recommend to the Source Selection Official, the Offeror that represents the "Best Value" taking into consideration both technical capabilities and price. The Source Selection Official will consider the SSB recommendation and after review of all applicable documents and offers will make a final decision as to the successful Offeror providing the Best Value to BSA.

8.0 EVALUATION AND BASIS FOR AWARD

8.1 Evaluation

The SSB will rate each proposal against the specified evaluation criteria set forth in the RFP requirements. The SSB will not compare proposals at this time. After all proposals are rated, the SSB will compare the ratings and relative strengths and weaknesses of each proposal. The SSB will support each rating with a narrative, separately listing all strengths or advantages, weaknesses or disadvantages, deficiencies, and required clarifications. **Price will not be rated or scored, but will be a significant factor in the Best Value analysis.**

The tradeoff process permits tradeoffs among price and non-price factors (i.e. Technical Factors) and allows BSA to accept other than the lowest priced proposal, or other than the highest technically rated offeror. Under a tradeoff process, the perceived technical benefits of the higher priced proposal shall merit the additional cost in order to receive award. In conducting the tradeoff analysis for this procurement, the Technical Factors, when combined, are more important than price. Offerors are advised, however, that as the range of the overall Technical scores among Offerors narrows, the more important price will become in making the award decision.

BSA reserves the right to reject any offer if the base price exceeds BSA's budget to complete the work.

8.2 Basis for Award

- (a) BSA intends to award a Firm Fixed Price contract resulting from this RFP to the responsible Offeror whose proposal represents the best value after evaluation in accordance with the factors and sub-factors in the solicitation. Best value is a process for selecting the most advantageous offer by evaluating and comparing all relevant factors in addition to price so that the overall combination that best serves the interest of BSA is selected.
- (b) BSA may reject any or all proposals if such action is in BSA's interest.
- (c) BSA may waive informalities and minor irregularities in proposals received.
- (d) BSA intends to evaluate proposals and may award a contract without discussions with Offerors. Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. BSA reserves the right to conduct discussions if BSA determines it to be necessary. If BSA determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, BSA may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
- (e) Exchanges with Offerors after receipt of a proposal do not constitute a rejection or counteroffer by BSA.
- (f) A written contract award shall be furnished to the successful Offeror within the time specified in the proposal and shall result in a binding contract.
- (g) If a post-award debriefing is given to requesting unsuccessful Offerors, BSA shall disclose the following information, if applicable:
 - (1) BSA's evaluation of the significant weak or deficient factors in the debriefed Offeror's offer.
 - (2) The overall evaluated price and contractor proposal rating of both the successful and the debriefed Offeror and past performance information on the debriefed Offeror.
 - (3) The overall ranking of all Offerors, when any ranking was developed by BSA during source selection.
 - (4) A summary of the rationale for award.

8.3 Contract Requirements

The successful bidder will be required to execute a Contract in accordance with the provisions contained in the enclosed Draft Contract and all attachments and terms and conditions referenced therein.

9.0 SMALL BUSINESS SUBCONTRACTING PLAN

If the successful Offeror has certified that it is a large business, a Small Business Subcontracting Plan must be submitted for BSA's approval prior to contract award. The plan, and instructions for completing it, is included in the proposal documents. Firms certifying that they are small businesses need not complete the plan.

The following small business goals are applicable to this procurement:

Small business	50.20%
Small disadvantaged Business	6.3%

Women-Owned Business	8.0%
Hub Zone	3.0%
Veteran-Owned Business	3.0%
Service Disabled Veteran-Owned Business	3.0%

10.0 ENCLOSURES

Enclosure 1 - BSA Draft Contract

Enclosure 2 - Offeror Representations and Certifications

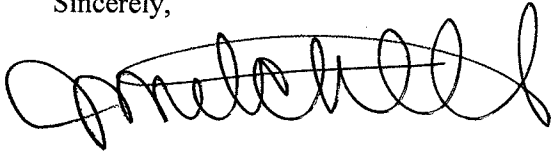
*AMS Form 009, Representations and Certifications – Procurement Specific

*AMS Form 010, Representations and Certifications – Supplier Information

Enclosure 3 - Proposal Pricing Sheet

BSA believes the information contained herein is sufficient to permit your company to prepare a complete and definitive proposal; however, should you have any questions, please contact the undersigned. All questions must be submitted in writing; replies to questions will be provided in writing and, if considered to be of general interest, will be transmitted to all other Offerors.

Sincerely,

A handwritten signature in black ink, appearing to read "Jody Mitchell", with a large, sweeping loop at the end.

Jody Mitchell
Sr. Contracts Specialist